

Revised November 22, 2011

Application Checklist:

***To be complete all applications shall follow the format below, and must be accompanied by the Permit Application Fee, of \$250.00, payable to State of Alaska, Department of Natural Resources.**

- a. Completed Plan of Operations Application
- b. Plan of Operations to include, at minimum, the following:
 - i. Project Description
 - ii. Permit Requirements (federal, state, local, private agreements)
 - iii. Project Schedule/Timeline Milestones and Proposed Dates
 - iv. Location and Site Development (MTRS legal description)
 - v. General Operations i.e.: Construction, Maintenance, Drilling, Waste Management, Well Status (producing, suspended, P&A'd, other) etc.
 - vi. Site Closure, Site Restoration, Rehabilitation and Monitoring Plans
 - vii. Health/Safety/Environmental Training
 - viii. Local Hire and Community Issues/Relations
 - ix. Responsible Parties Contact Information (Name, phone, address)
 - x. Equipment List
 - xi. Contingency Plans to include, at minimum: Oil Discharge Prevention and Contingency Plan, Spill Prevention Control and Counter-measure Plan and Wildlife Interaction Plans.
 - xii. General vicinity or civil map- Clearly shows location of project in area in Alaska (includes linear features, property lines, section lines, easements and other landmarks for reference)
 - xiii. USGS Topographical Map(s) that clearly indicates all portions of the proposed project and associated activities at a scale where site access, water crossings, adjacent water bodies and/or other items of interest can be clearly indicated.
 - xiv. Site/pad layout diagram including facilities, equipment, storage areas and other relevant structures/items necessary, at minimum, to conduct proposed activities.
 - xv. Environmental baseline data (**if applicable**)
 - xvi. Oil and gas lease ownership and unit boundary (**if any portion of proposed activities are off lease, out of unit or adjacent to privately owned land**).
 - 1. Surface ownership plat including utility ROWs and existing roads and landowner property lines.
 - 2. Letter(s) of Notice to adjacent landowner(s) regarding surface access.
 - 3. Proof of an active Surface Use or Landowner Agreement authorizing access to surface lands included in the proposed project.
 - 4. Letter(s) of non-objection from adjacent surface and subsurface Lease holders, and any operators who could potentially be affected by the proposed project.
- c. Completed Mitigation Measure Analysis